

UNIVERSITY LODGE

Short Term Accommodation Terms and Conditions

1. Payment must be made in advance to secure your accommodation.
2. No refunds will be made for cancellations/delayed arrivals/early departures.
3. All rooms are for single occupancy unless stated otherwise.
4. The University reserves the right to make changes to, withdraw or transfer the accommodation or services booked, if necessitated for organisational reasons.
5. Loughborough University accommodation is **NO SMOKING**.
6. Your room will be ready for occupation from 1.00pm on the day of arrival.
7. Keys and meal card can be collected **FROM THE HUB RECEPTION**
between: 8.00AM – 2AM, MONDAY - FRIDAY
1.30PM – 12 MIDNIGHT, SATURDAY & SUNDAY.
8. **WHEN VACATING PLEASE RETURN KEYS and MEAL CARD TO THE HUB RECEPTION.**
9. On arrival at the University Lodge, residents must familiarise themselves with the fire escape routes (fire notices displayed in room and corridor).
10. Do not interfere with any of the Fire Equipment. It is a criminal offence to do so and a charge may be incurred.
11. As per University Policy, in the event of a fire do not use fire extinguishers unless you have been trained to do so.
12. When the fire alarm sounds – A CONTINUOUS SIREN - please evacuate the accommodation to the Fire Assembly Point. Do not re-enter the building until informed to do so.
13. In the event of a Fire Alarm DO NOT USE ANY LIFTS SITUATED IN THE BUILDING.
14. The University does not accept responsibility for loss or damage to property brought on to University premises.
15. The person booking the accommodation will be responsible to the University for the cost of making good any damage to furniture or other University property.
16. **Lost or unreturned keys and meal cards will be charged for.**
17. Bicycles are not allowed inside any University accommodation. (Bike Shed available)
18. No pets or children under the age of 18 are allowed in any University accommodation.
19. You are requested not to play or allow to be played any musical instruments or amplified equipment between the hours of 11.00pm and 7.30am or to cause annoyance to others.
20. Any issues concerning your accommodation should be reported to the Hall Manager at the DAVID COLLETT RECEPTION during the hours of 8.30am - 4.30pm Monday to Friday or at the HUB RECEPTION during the hours of 4.30pm-2.00am Monday to Friday and 1.30pm-12mid-night Saturday and Sunday.
In the event of an **emergency** outside of office hours, please contact the Security Office on 01509 222141.
21. Reasonable access must be allowed to enable University employees and contractors, including Hall Managers, Estates Services and Security to carry out cleaning, maintenance or security duties.
22. **Rooms must be vacated by 10.00am** or (Midday Saturday/Sunday) on the day of your departure and the keys and meal card must be returned to THE HUB RECEPTION, Please ensure that the room is left in a clean and tidy condition and the door locked.
23. Acceptance of the key is regarded as acceptance of these Terms and Conditions.
24. The Student Accommodation Centre reserves the right to terminate this agreement with immediate effect, if the resident is deemed to be in breach of these Terms and Conditions or University disciplinary regulations and ordinances.